**Panel Discussion Format**

In this format, a schema has been developed for an evaluation of a semester in which the courses are discussed individually.

**Tips for completing the report:**

* A panel discussion is an example. Therefore, neutrally describe in the report how many participants shared an opinion (all panel members, the majority, some panel members, etc.)
* Make a clear distinction between opinions, observations and suggestions (OOS). Make sure that these three elements are described with each part.
* Include the topics you discussed per course and only write down the most important points.

*Curious about more tips for writing this report? View the manual (mail* *tlc-fgw@uva.nl* *for a copy).*

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| **Panel discussion of the** *Name PC* **Date panel discussion**  *dd-mm-yyyy***Goal panel discussion:** *evaluating specific courses/semester, name and year of study.***Attendees:** *names PC student members, number of students present, Master coordinator, tutor, etc.* |
| **Input MA Coordinator** | **Conclusions** |  |
| **General experiences semester**  | **What to keep?** |  |
| **Areas for improvement** |  |
| **Course/theme 1** *Describe course/theme here.* | **What to keep?** |
| **Areas for improvement** |
| **Course/theme 2** *Describe course/theme here.* | **What to keep?** |
| **Areas for improvement** |
| **Course/theme 3** *Describe course/theme here.* | **What to keep?** |
| **Areas for improvement** |
| **Course/theme 4** *Describe course/theme here.* | **What to keep?** |
| **Areas for improvement** |
| **Course/theme 5** *Describe course/theme here.* | **What to keep?** |
| **Areas for improvement** |
| **Other comments** |  |
| **Transferring of results** | *Describe to whom the results of the panel discussion will be handed over: OPD, Master coordinator, etc.* |